

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

700 North 10th Street, Room 258
Sacramento, CA 95814-0338
(916) 341-4200
(916) 341-4203 (FAX)
(916) 327-6318 (TDD)



CSBG Advisory Committee (CAC) Meeting

Wednesday, July 11, 2007

1:30pm – 3pm

Pacific Energy Center

851 Howard Street

San Francisco, California

Conference Call # – 1-888-447-7153 – pin number 5653559#

Lunch Meeting – 11am – 1:30pm

11am-11:30am – CSD & contractors Website Update

11:30am – 12pm – Disaster Preparedness Update

12pm – 12:30pm – Lunch (Provided by PG&E)

12:30pm – 1:30pm – Succession Planning

AGENDA

Director's Report (15 min)

Approval of February 28, 2007 minutes (5 min)

Association Updates – (10 min)

Disaster Preparedness Funding (15 min)

2008/2009 Draft State Plan (10 min)

Revised Desk Review, On-Site Monitoring Tool (15 min)

Two Year Versus One Year CSBG Contract (10 min)

Joint Monitoring (CSBG and Energy Field Representative) (10 min)

Lloyd Throne called the meeting to order at 1:30pm and roll was taken.

Roll Call

Amador-Tuolumne Community Action Agency

Associated Community Action Program

Cal-Nevada Community Action Partnership

Campesinos Unidos, Inc.

Center for Employment Training

Central Valley Opportunity Center, Inc.

Community Action Agency of Butte County, Inc

Community Action Partnership of Orange County

Community Action Partnership of San Bernardino County

Community Action Partnership of Sonoma County
Community Design Center
Department of Community Action, County of Riverside
Economic Opportunity Council of San Francisco, Inc.
Madera County Community Action Agency
Merced County Community Action Agency
Northern CA Indian Development Council, Inc.
Redwood Community Action Agency
San Benito County Department of Community Services & Workforce Development

Director's Report:

Lloyd Throne gave an overview on the upcoming David Bradley training in Sacramento. This will be a presentation on the "History & Philosophy of the War on Poverty". The cost for this training will be \$100.00 per person. Lloyd pointed out that in Washington, D. C. David Bradley receives \$1000.00 per person for his training sessions. The history will cover 1964 to 2007. This training is a coordinated effort between CSD and Cal/Neva.

San Jose Update

Renee' Webster-Hawkins from CSD gave an update on the mis-management of our San Jose agency. She gave a brief description of how CSD responded to this issue, what our Department learned and how to handle any future problems of this kind. CSD detected irregularities in San Jose's financial statements. San Jose never corrected these findings even though the agency had many opportunities to make the corrections. Because of Federal guidelines, CSD must stay in compliance and therefore terminated the San Jose contract on July 18th. CSD will continue ESO cash assistance until a new LIHEAP provider is found.

Associations Updates

Tim Reese from Cal/Neva also spoke on the upcoming David Bradley training. He mentioned that it was a unique opportunity and that everyone from key staff to legislators and mayors should be invited to attend. This event will take place at the Sheraton Grand in Sacramento on Oct. 22nd to Oct. 24th.

Clarence "Buddy" Ray from Orange County said they had a new Board member. He also announced the Nov. 13-15 Leveraging Conference.

Kai Nissley from Sonoma County mentioned that there would be a meeting on Naturalization on Sept. 27th in Santa Rosa. She would send Pam an e-mail. She also announced it was Sonoma's 40th Anniversary.

The Center for Employment Training also said it was there 40th Anniversary.

Disaster Preparedness Funding

Amber Twitchell spoke on Disaster Preparedness Funding. She said that this funding would only be available to CSBG. Written requests with a clear description should be sent to John Martinez by August 1st. If granted, there will be an amendment to your current contract and the contract will be extended to Aug 30, 2008. Migrant Farmers and American Indians can apply for \$20,000.00. Jeannette Nelson will be reviewing the request as John Martinez will be leaving CSD. There will be a \$20,000.00 minimum for each agency if everyone applies. Of course, there will be more money available if fewer agencies apply. CSD must return this money to Washington, D. C. by October if not used.

2008/2009 Draft State Plan

Amber Twitchell of CSD spoke the 2008/2009 Draft State Plan. She mentioned the public hearing to view the Plan July 18th at 1:30pm. This will be CSD's plan for the next two years:

SB 1376 – minimum funding

Partnership with Cal/Neva

Highlight agencies

Discretionary spending

Send corrections to Amber Twitchell by July 17th.

Revised Desk Review, On-Site Monitoring Tool

Jeanette Nelson gave a report on the On-Site Monitoring Tool, this the Compliance Monitoring Tool for CSD. CSD has received information on this subject from UC Davis, other States and staff. The revised desk review is done annually and is a comprehensive overview of the policies and procedures of agencies. Agencies should cooperate with CSD by providing their policies and procedures to their field reps. There will be on-site visits to the agencies every three years. These visits will be scheduled when the Board is meeting. Sample hand-outs of the on-site monitoring forms were handed out.

Two Year Versus One Year CSBG Contract

Pamela Harrison from CSD asked the agencies their preference on a one-year versus a two-year contract. The majority of the agencies voted for a two-year contract.

Joint Monitoring (CSBG and LIHEAP Field Representative)

Pamela Harrison discussed the advantages of having joint monitoring visits at the agencies. There would be one monitoring visit per program and CSBG and LIHEAP would be monitored at the same time/same day. Pamela mentioned that if the same person was handling both CSBG and LIHEAP programs, there might be a conflict. More thought would be given to this issue. The three agencies that will be monitored in Sept. will be Kings, Fresno and Tuolumne. She mentioned that with joint monitoring visits, the administration inspection would only have to be once.

Adjournment

The meeting was adjourned at 3pm.